

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO. ATR23-BJ701	
DEPARTMENT: Housing				DATE: 07/07/2023	
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	79210	1135 6265	DOHHS	400,000	adjusting available admin funding
TO	79210	1135 6265	DOHSS	400,000	adjusting available admin funding
Justification (Attach Memo if Necessary): Staff time was spent on the design and implementation of the Local Rental Subsidy Program prior to the creation of applicable Measure K account codes. As a result, staff charged their time to an existing admin code.					
DEPARTMENT HEAD <i>Rose Cade</i> <small>DocuSigned by: 18879BFEB88FE475</small>				DATE 7/10/2023	
2. <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required Remarks:					
COUNTY CONTROLLER <i>Ngoc Nguyen</i> <small>DocuSigned by: 311A76FBA8404C2...</small>				DATE 7/11/2023	
3. <input checked="" type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved Remarks:					
COUNTY EXECUTIVE <i>Roberto Manchia</i> <small>DocuSigned by: B2CAA10C3C9341B...</small>				DATE 7/18/2023	

DO NOT WRITE BELOW THIS LINE – FOR BOARD OF SUPERVISORS USE ONLY

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

RESOLVED, by the Board of Supervisors of the County of San Mateo, that

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Executive has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Executive be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____ 20 ____

AYES and in favor of said resolution:

NOES and against said resolution:

Supervisors: _____

Supervisors: _____

 Absent
 Supervisors: _____

 PRESIDENT, BOARD OF SUPERVISORS
 COUNTY OF SAN MATEO

ATTEST: _____
 Clerk of Said Board

Special Notice/Hearing: None
Vote Required: 4/5ths

To: Honorable Board of Supervisors
From: Raymond Hodges, Director, Department of Housing
Subject: Year-End Appropriation Transfer Request

Recommendation

Approve an Appropriation Transfer Request (ATR) in the amount of \$400,000 in Measure K funding appropriated to the Department of Housing (DOH) to fund staff time spent designing and implementing the County Housing Voucher (CHV) Program during FY 2022-23.

Background

On March 22, 2022, the Board of Supervisors (Board) approved the FY 2022-23 Measure K budget which included a \$4 million commitment to the CHV Program. The program provides \$4 million annually over a 15-year term to subsidize monthly rents for formerly homeless households in the County.

The Board approved an additional \$4 million annual commitment, over a minimum term of 15 years, to the CHV Program under the FY 2023-24 Recommended Budget on June 28, 2023. The total commitment to the CHV Program over the course of 15 years is now estimated at \$120 million.

Discussion

In FY 2022-23, DOH staff worked on the design and implementation of the CHV program and charged their staff time to existing Measure K funding. At the time, CHV Program administrative funds were not available. DOH has since been given approval to use up to \$1 million annually for administrative costs and setup account codes for staff to charge their time appropriately. DOH is completing an ATR to access the administrative funding set aside for the CHV program for staff administrative costs in FY 2022-23.

Fiscal Impact

Approval of the ATR will have no fiscal impact.